



NON-SMOKING POLICY

Mandatory – Quality Area 2

POLICY STATEMENT

1. VALUES

Stables Kindergarten aims to provide its employees, children and other users of the service with a healthy and safe work environment. Smoking is therefore not permitted anywhere within the service, playgrounds or anywhere else on the premises, including within four metres of the entrance to the kindergarten. This policy also extends to service events that are held off site.

The non-smoking policy is an integral part of our health and safety policies.

2. SCOPE

This policy applies to all staff, committee members, parents and other persons visiting or working at the service.

3. BACKGROUND AND LEGISLATION

- *Occupational Health and Safety Act 2004.*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulations 77, 106, 109, 112, 168*
- *Public Health and Wellbeing Act 2008*
- *Tobacco Act 1987*

4. SOURCES AND RELATED POLICIES

Sources

For information, advice and support on creating a smoke-free environment contact:

- Quit Victoria on 13 78 48 or go to www.quit.org.au
- The Department of Human Service's Tobacco Information Line on 1300 136 775 or go to www.health.vic.gov.au/tobaccoreforms/workplaces

PROCEDURES

Smoking is not permitted anywhere within the service, playgrounds or on the premises, including within four metres of the entrance of the kindergarten.

Smoking is not permitted whilst on excursions or at service events held off site.

The service will display a non-smoking sign at the front gate and throughout the workplace.

Tobacco education and related health messages are promoted in opportunistic learning moments with children.

Educators are supported to access resources, tools and professional learning to enhance their knowledge and capacity to provide opportunistic learning about tobacco education and prevention initiatives.

Families, children, educators and staff are key partners in supporting smoke-free initiatives.

Information, ideas and practical strategies are provided to families, educators and staff to promote and support smoke-free behaviour.

The service engages local health professionals, services and other organisations to increase educator and staff capacity to deliver and promote tobacco education and prevention initiatives as required.

Information is provided to educators, staff and families about local support to quit smoking as required.

The Approved Provider is responsible for both the implementation and compliance with this policy

The Nominated Supervisor, Certified Supervisors, and other educators are responsible for complying with the policy and assisting the Approved Provider in its application.

Parents/guardians are responsible for complying with this policy.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from those affected by this policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

Nil

AUTHORISATION

The policy was adopted by the Approved Provider of Stables Kindergarten on 12th September 2020.

REVIEW DATE: 12/09/2023